

DEPARTMENT OF EDUCATION
OSFSS, FACILITIES DEVELOPMENT BRANCH

Planning Section Rec'd
JAN 11 2018
Fac. Dev. Branch

CONTRACT MODIFICATION

Contract No. C1000538 Modification No. 2 Date DEC 28 2017

Contractor: Jacobs Project Management Co.

Contract Title: Facility Master Plan - System-Wide for the Hawaii Department of Education

DOE/DAGS Project No: Q61004-13 Program ID: 82467/2015 & 83426/2016 & 83421/2016 & 84513/2017

A. MODIFICATIONS:

The following modifications shall be performed in accordance with all contract stipulations:

Amend the Scope of Services to include terms set forth in Attachment S1 and
Compensation and Payment Schedule to include terms set forth in Attachment S2,
and Time Schedule to include terms set forth in Attachment S3, attached hereto and
incorporated herein.

B. CONTRACTOR'S QUOTATION

The modifications described above shall be performed at a contract price

☒ increase ☐ decrease of \$ 3,284,545.91


 12/28/2017
Contractor's Signature Date

Jim Davis Vice President
Print Name Title

C. STATEMENT OF CONTRACT FUNDS

Original Contract Price		\$	4,615,000.00
Previous Adjusted Contract Price		\$	4,615,000.00
Amount of this Change	<input checked="" type="checkbox"/> Plus <input type="checkbox"/> Minus	\$	3,284,545.91
New Adjusted Contract Price		\$	7,899,545.91

D. VALIDATION OF CONTRACT MODIFICATION

 APR 12 2018
Superintendent of Education (signature) Date

STATE OF HAWAII
SCOPE OF SERVICES

Project: Facility Master Plan – System-Wide
for the Department of Education
D.O.E. Job No. Q61004-13

The CONTRACTOR agrees to perform additional professional services for the Project in accordance with the following:

- A. The terms and conditions of the original Agreement dated March 21, 2014 and Contract Modification #1, dated September 22, 2016, shall remain unaltered except for the additional services described below.
- B. DETAILED DESCRIPTION:

Phase III – Planning Services (based on 2017 Pilot for Honolulu District)

3.1 Mobilization, Set-up and Orientation:

- a) CONTRACTOR to facilitate and document one in-person Complex Area Superintendent (CAS) briefing per District (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) to orient CASs and initiate formation of Executive Planning Committees (EPC) and Stakeholder Advisory Committees (SAC).
- b) CONTRACTOR to conduct and document one Principal Orientation workshop per District (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) to orient internal stakeholders and elicit feedback on facility needs and priorities. Establish electronic data collection methodology to facilitate transparent collection of principals' priorities.
- c) CONTRACTOR to assist in the recruiting and formation of one EPC per District (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) and one SAC per District, except for the Hawaii District, which will have one EPC and two SACs (up to 7).

- d) CONTRACTOR to facilitate and document one EPC orientation meeting per District (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai).
- e) CONTRACTOR to facilitate and document one SAC meeting 1 (of 5) for each SAC (up to 7) to provide background data and process orientation.

3.2 Options Development:

- a) CONTRACTOR to conduct one two-day planning workshop with each EPC (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) to develop draft facility options based on district initiatives, facility assessment data, enrollment projections, principals' input, and educational survey feedback. These options identify the basic scope of renovations, replacements, additions, new construction, and closures / consolidations, as well as macro cost estimates.
- b) CONTRACTOR to prepare one Draft Options Report per EPC (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) based on EPC workshop to be distributed to the respective CASS and principals and presented to each respective SAC.

3.3 Stakeholder Vetting of Options:

- a) CONTRACTOR to conduct and document three 2-hour SAC meetings (2, 3, and 4 of 5) per District planning area (up to 21) to present Draft Facility Options Report and elicit stakeholder feedback and input.

3.4 District Prioritization:

- a) CONTRACTOR to conduct and document one 2-day planning workshop with each EPC (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) to review SAC input and refine Facility Options into a prioritized list of capital projects and follow-up activities/studies.
- b) CONTRACTOR to prepare conceptual cost estimates for capital projects defined in the EPC workshops.

- c) CONTRACTOR to prepare one Draft District Prioritization Report per EPC (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) based on EPC workshop to be distributed to CAS and principals and presented to SAC.

3.5 Recommendations Development:

- a) CONTRACTOR to conduct and document focused planning workshops with TBD HIDOE staff and stakeholders over a 2-week duration to review all seven Draft District Prioritization Reports and equitably align statewide priorities into a composite prioritized list of capital projects and follow-up activities/studies statewide.
- b) CONTRACTOR to develop format of Facility Master Plan document and presentation in collaboration with HIDOE.
- c) CONTRACTOR to develop conceptual graphic model images of salient high-priority capital projects to be incorporated into Statewide Facility Master Plan document and presentation.
- d) CONTRACTOR to prepare Draft Statewide Facility Master Plan document and presentation to be distributed to HIDOE stakeholders.

3.6 Final Stakeholder Engagement:

- a) CONTRACTOR to conduct one 2-hour SAC meeting (5 of 5) per District planning area (up to 6 - Central, Leeward, Windward, Hawaii, Maui, and Kauai) to present Draft Statewide Facility Master Plan and elicit final stakeholder feedback and input.
- b) CONTRACTOR to facilitate and support up to 40 hours of government briefings in coordination with HIDOE point of contact.

3.7 Final Report:

- a) CONTRACTOR to prepare Draft Statewide Facility Master Plan documents in electronic PDF and powerpoint format.

ATTACHMENT-S1

- b) **CONTRACTOR** to incorporate HIDOE-requested edits to publish a final draft Statewide Facility Master Plan document and presentation.
- c) **CONTRACTOR** to present final report to HIDOE staff, Board, and up to 3 legislative sessions.

STATE OF HAWAII

COMPENSATION AND PAYMENT SCHEDULE

Project: Facility Master Plan – System-Widefor the Department of EducationD.O.E. Job No. Q61004-13

The STATE shall compensate the CONTRACTOR in accordance with the terms and conditions of this revised Agreement. The Compensation and Payment Schedule of the original contract is void and replaced with the following Compensation and Payment Schedule.

- A. For Basic Services, as described in the manual entitled "Policies and Procedures Governing Design Consultant Contracts", dated November 1981, as revised, compensation shall be on the basis of a Lump Sum Fixed Fee in the amount of \$4,192,125.00. Such compensation may be paid monthly for services performed so that the compensation at the completion of each phase of service shall be the following of the Lump Sum Fixed Fee.

<u>PHASE I – Planning Services</u>	<u>ORIGINAL/ADJUSTED CONTRACT AMOUNT</u>	<u>MOD NO. 2</u>	<u>REVISED AMOUNT</u>
1.1. Preliminary Planning	\$84,350.00		\$84,350.00
1.2. Planning & Policy Research	\$134,972.00		\$134,972.00
1.3. Standards Development/Educational Specifications and Guidelines	\$194,750.00		\$194,750.00
1.4. CAD Conversion & Space Inventory	\$1,140,511.00		\$1,140,511.00
1.5. Pilot Assessment	\$45,150.00		\$45,150.00
1.6. Educational Adequacy Assessment	\$505,400.00		\$505,400.00
1.7. Building Condition Assessment	\$933,500.00		\$933,500.00
1.8. Enrollment Evaluation and GIS	\$12,100.00		\$12,100.00
SUBTOTAL	\$3,050,733.00		\$3,050,733.00

Attachment-S2

<u>PHASE II – Planning Services</u>	<u>ORIGINAL/ADJUSTED CONTRACT AMOUNT</u>	<u>MOD NO. 2</u>	<u>REVISED AMOUNT</u>
2.1. Cont. Planning & Policy Research	\$0		\$0
2.2. Standards Development/Educational Specifications and Guidelines	\$1,719.00		\$1,719.00
2.3. Cont. Educational Adequacy Assessment	\$193,916.00		\$193,916.00
2.4. Cont. Building Condition Assessment	\$471,969.00		\$471,969.00
2.5. Enrollment Evaluation and GIS	\$33,800.00		\$33,800.00
2.6. Capacity & Utilization	\$260,509.00		\$260,509.00
2.7. Facility Option Planning	\$155,850.00		\$155,850.00
2.8. Community Engagement	\$14,704.00		\$14,704.00
2.9. Economic Analysis	\$0		\$0
2.10. Presentation & Reporting	\$0		\$0
2.11. M.A.P.P.S. Implementation & Training	\$8,925.00		\$8,925.00
SUBTOTAL	\$1,141,392.00		\$1,141,392.00

<u>PHASE III – Planning Services</u>	<u>ORIGINAL/ADJUSTED CONTRACT AMOUNT</u>	<u>MOD NO. 2</u>	<u>REVISED AMOUNT</u>
3.1. Mobilization, Set-up, and Orientation	\$0	703,452	703,452
3.2. Options Development	\$0	604,636	604,636
3.3. Stakeholder Vetting of Options	\$0	507,753	507,753
3.4. District Prioritization	\$0	565,560	565,560
3.5. Recommendations Development	\$0	362,201	362,201
3.6. Final Stakeholder Engagement	\$0	177,928	177,928
3.7. Final Report	\$0	64,421	64,421

Attachment-S2

SUBTOTAL	\$0	2,985,951	2,985,951
GRAND TOTAL	\$4,192,125.00	2,985,951.00	\$7,178,076.00

- B. For Additional Services and/or Reimbursable Expenses as described in the manual entitled "Policies and Procedures Governing Design Consultant Contracts", dated November 1981, as revised, the total amount reserved by the STATE shall be increased from \$422,875.00 to \$721,469.91.
- C. The STATE Engineer has overall responsibility for the management of this contract as he/she knows specifically what needs to be done and completed at the end of each phase of work. If any of the scope of work criteria and requirements listed and described in the DETAILED DESCRIPTION is/are not met, then the work of that particular phase will be considered incomplete and payment will be withheld until the work is satisfactory completed; satisfactory completion is to be determined by the STATE Engineer.
- D. This contract is subject to the availability of funds.

STATE OF HAWAII

TIME SCHEDULE

Time is considered to be of the essence, and the CONTRACTOR shall prosecute the work with due efficiency and diligence to complete the work within the specified time.

The CONTRACTOR shall begin work on the contract immediately upon written notification to proceed.

A. The schedule of basic services for this contract is as follows:

<u>PHASE I – Planning Services</u>	ORIGINAL ESTIMATED COMPLETION DATE*	REVISED ESTIMATED COMPLETION DATE*
1.1. Preliminary Planning	60 days after NTP	
1.2. Planning & Policy Research	240 days after NTP	
1.3. Standards Development/Educational Specifications and Guidelines	180 days after NTP	
1.4. CAD Conversion & Space Inventory	October 31, 2016	
1.5. Pilot Assessment	120 days after NTP	
1.6. Educational Adequacy Assessment	240 days after NTP	
1.7. Building Condition Assessment	240 days after NTP	
1.8. Enrollment Evaluation and GIS	120 days after NTP	

<u>PHASE II – Planning Services</u>	ORIGINAL ESTIMATED COMPLETION DATE*	REVISED ESTIMATED COMPLETION DATE*
2.1. Cont. Planning & Policy Research	90 days after completion of Phase I	
2.2. Standards Development/Educational Specifications and Guidelines	60 days after completion of Phase I	
2.3. Cont. Educational Adequacy Assessment	October 31, 2016	
2.4. Cont. Building Condition Assessment	60 days after completion of Phase I	

Attachment-S3

2.5. Enrollment Evaluation and GIS	October 31, 2016	
2.6. Capacity & Utilization	October 31, 2016	
2.7. Facility Option Planning	December 31, 2016	
2.8. Community Engagement	240 days after completion of Phase I	
2.9. Economic Analysis	240 days after completion of Phase I	
2.10. Presentation & Reporting	240 days after completion of Phase I	
2.11. M.A.P.P.S. Implementation & Training	240 days after completion of Phase I	

<u>PHASE III – Planning Services</u>	<u>ORIGINAL ESTIMATED COMPLETION DATE*</u>	<u>REVISED ESTIMATED COMPLETION DATE*</u>
3.1. Mobilization, Set-up, and Orientation		March 31, 2018
3.2. Options Development		May 31, 2018
3.3. Stakeholder Vetting of Options		July 31, 2018
3.4. District Prioritization		October 5, 2018
3.5. Recommendations Development		November 9, 2018
3.6. Final Stakeholder Engagement		December 7, 2018
3.7. Final Report		December 31, 2018

Note: (*) Term – The contract shall continue until issuance of the Contract Completion Notice.

In the event, during the prosecution of the work, that the CONTRACTOR finds that he cannot complete the work by the date agreed upon, the CONTRACTOR shall submit to the STATE in writing, prior to the completion date, a request for time extension, citing the reasons for requiring the additional time.